

State of Idaho Military Division Bureau of Disaster Services



County Emergency Management Performance Grant –2004

Guidance and Application for Counties



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Directors Forward



To All County Emergency Managers and Directors:

Terrorism and war in 2003 have changed emergency management efforts throughout the nation. The creation of the Department of Homeland Security has shifted terrorism assistance to the FY 2002 and 2003 Supplemental Budgets and offered additional grants to state and local governments.

In order to assist each community in this state, 129 projects received funding through the County Emergency Performance Grants (CEMPG). Of those projects, 40 targeted preparedness issues, 39 focused on training, 33 directed operations and procedures and another 17 pursued communications. The results of these projects have yet to be fully measured since we have another quarter to go, but the information shows where we focus our time and energy.

The State Emergency Management Workshop scheduled in June will train county coordinators in the areas of homeland security, the Emergency Alert System, Amber Alert, the Emergency Management Exercise Reporting System, mission requests, ILETS, and the State Hazardous Materials Emergency and Animal Health Plans. It will be a great opportunity to meet, mix and exchange ideas. It is a program made possible by the Emergency Management Performance Grant and we appreciate all those who attend.

Understanding that natural and man-caused threats are real and eminent, I look forward to a year of increased state and local performance through the CEMPG. The successes realized through county and state emergency management will heighten national preparedness. The Homeland cannot be secure unless our homes are secure.

A handwritten signature in black ink that reads "John J. Cline". The script is fluid and cursive.

John J. Cline
State Director





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SECTION 1—PREPARING DISASTER RESISTANT COMMUNITIES

2004 is the fourth year for the State of Idaho's County Emergency Management Performance Grant (CEMPG). This document provides information on how to complete the application, how, when each county is awarded, how, when to submit quarterly reports, and how to close out for Federal fiscal year 2004 which begins October 1, 2003. It also becomes an excellent reference tool for County Coordinators, Clerks, and Commissioners to access information pertinent to Grant Management.

The events of the past year have made us all aware of the importance of being prepared to respond in the event of man-made disasters, as well as natural disasters. The State Bureau of Disaster Services saw a definite increase in planning activities throughout the State of Idaho. County Coordinators, as well as first responders, revisited their plans to prepare for local events.

The County Emergency Management Performance Grant (**CEMPG**) has become even more important as it is the only support to local preparedness efforts in response to these types of events. Therefore, more than ever, the counties need this grant. Whether you are full time or part time, grant administration for these funds begins at the County level.

With the formation of the Department of Homeland Security, additional sub grants are becoming available to local entities to support regional planning, the formation of Citizens Emergency Response Teams and Citizen's Corps Councils as well as to events that involve weapons of mass destruction (**WMD**).

BDS Grants

Preparedness and Mitigation (non disaster)

1. **CEMPG**—The only emergency management formula grant is the CEMPG. The planned allocation for the FY 2004 County Emergency Management Performance Grant (CEMPG) financial assistance is approximately the same as last year's awarded level. This grant has the same 50/50% county share requirement as last year. To see the amount of proposed county allocations, please see Page 20 of this Handbook.
2. **Pre-Disaster Mitigation**—Pre-Disaster mitigation (PDM) is an initiative that provides funds for mitigation planning and mitigation projects. Grants will be awarded on a competitive basis using criteria identified in the State Hazard Mitigation Plan. Disaster assistance for counties beyond emergency work requires an approved mitigation plan. Match requirements are 75/25.
3. **Flood Mitigation Assistance (FMA)**—The Flood Mitigation Assistance (FMA) program provides funding to assist counties in implementing measures to reduce or eliminate the long-term risk of flood damage to buildings, manufactured homes and other structures insurable under the National Flood Insurance Program (NFIP). Planning is the foundation of FMA, and communities must first prepare flood (or all-hazard) mitigation plans that assess flood risk and identify specific actions to be taken to reduce that risk.

Under FMA, there are three types of grants available: Planning Grants, Technical Assistance Grants and Project Grants. Planning grants are used to help develop



or update flood mitigation plans. Project grants are used to help implement the mitigation measures identified in their flood mitigation plans. This grant is announced later in the year when program funds are available.

4. **2002 Supplemental Grant**—The FY 2002 Supplemental Grants have been made available to fund activities in the following areas: (1) Planning; (2) Citizen Corps, including the Community Emergency Response Team program (CERT); and (3) Emergency Operations Centers (EOC's).

Disaster

1. **Response and Recovery Grants**—These grants are only applied for under a Presidential disaster declaration. They include HUD DRI, Individuals and Households Program (IHP), Crisis Counseling (CC), the Hazard Mitigation Grant Program (HMGP), and Public Assistance (PA).

BDS Staff Responsibilities for Grants

In an effort to assist the counties in applying for, implementing and monitoring these grants, the BDS has assigned Area Field Officers for each area to monitor and analyze the CEMPG for FY 2004. The telephone numbers to contact AFO's are in Table 1.

1. For the CEMPG, the Area Field Officer approves the applications and awards.
2. PDM and FMA applications and awards are approved by Stephen Weiser, Assistant Deputy Director Mitigation.
3. Program managers for the 2002 Supplemental grants are specific to each grant as follows:

Emergency Operations Planning (EOP) – Dale Nalder
 Citizen Corps – Cherylyn Murphy and Community Emergency Response Team program (CERT) – Mietta Sibert
 Emergency Operations Centers (EOC's) – Gigi Hicks
4. In the event of a Presidential declared disaster, certain grants will be available to individuals or organizations at the local or state level.

The BDS Resources Section has prepared this Guidance. Questions regarding it should be directed to A. LeiLani Jensen, Assistant Deputy Director Resources.

Table 1.

NAFO North Area Field Officer	NCAFO North Central Area Field Officer	SWAFO Southwest Area Field Officer	CAFO Central Area Field Officer	SEAFO Southeast Area Field Officer	NEAFO Northeast Area Field Officer
Fred Heywood 208 666-6738 Benewah Bonner Boundary Kootenai Shoshone	Debi Ruppe 208 799-5127 Clearwater Idaho Latah Lewis Nez Perce	Pat Lucas 208 334-3460 Ada Adams Boise Canyon Elmore Gem Owyhee Payette Valley Washington	Gary W. Davis 208 736-3076 Blaine Camas Cassia Gooding Jerome Lincoln Minidoka Twin Falls	Ken Fagnant 208 238-9113 Bannock Bear Lake Bingham Caribou Franklin Oneida Power	Mike Clements 208 745-8641 Bonneville Butte Clark Custer Fremont Jefferson Lemhi Madison Teton



SECTION 2—APPLICATION INSTRUCTIONS FOR 2004

The following describes the process for submission of an application for the County Emergency Management Performance Grant (CEMPG):

Preaward Activities:

- ? **Step One -- Invitation Package:** Major General John F. Kane, Adjutant General, and Chief, Bureau of Disaster Services sends a Request for Application (RFA) in letterform with this guidance and an application package to the Chairman of the County Commissioners. A courtesy copy is sent to the County Coordinator.
- ? **Step Two -- Application Package:** The County completes the 2004 CEMPG Automated Forms.xls (provided to the county coordinator on CD). The instructions are provided with the automated forms and the "Quick Form" is linked to automatically complete most of the information in the other required forms. The required forms are as follows:
 - ?? **BDS Form 424**, Application for Assistance. This standard form will contain the signatures of the County appointed officials responsible for Emergency Management. In most cases, that is the County Commissioners.
 - ?? **BDS Form 20-20**, Budget Information. A standard form that breaks the county emergency management budget into line item categories such as personnel, travel, supplies, etc.
 - ?? **FEMA Form 20-16**, Assurances, and Certifications. All federal assistance requires that the recipient certify that they comply with public laws attached to all Federal Funds.
 - ?? **County Program Overview**. This overview should highlight the county's current situation and should be no more than a one-page general description of the current capability and expected accomplishments of the county's Emergency Management Program for fiscal year 2004.
 - ?? **CEMPG Program Goals/Performance Measures and Progress Report**. The top section (green) section) is used for the grant application. The second section (blue) is used for the Progress Report. Once the county selects the issue it wants to address, it can determine the issue-related goal, the activities it will use to achieve the goal and how it will measure progress in achieving the outcome.

IMPORTANT NOTE: The application is due to the BDS AFO no later than September 15, 2003 in order to process the award. Applications that are received after October 1, 2003 will delay the start of the grant period and may affect the county budget. Counties are encouraged to anticipate any delays in applying for this grant. A delay in the application will result in a delay of the date of award for the county. *No funds are authorized to be expended between October 1 and the date of award.* If a county determines that they



will not be able to meet the application deadline they should send a letter requesting the amount of funding that will be needed to cover those expenses between October 1, 2003 and the adjusted grant start date.

- ? **Step Three – Obligation Package:** Each County will receive the CEMPG award letter and the BDS Form 76-10 indicating the total award for the year from the BDS. (This amount is approximate and based on last year's Federal Allocation. It is subject to change should FEMA change the final allocation.)
- ? Form (76-10) is an obligating document and is sent to the county for signature by the County Commissioner or authorized representative. Once this form is returned, a fully signed copy will be sent back to the county. The 76-10 constitutes notification of the official award and implies all the federal and state laws are included as terms and conditions of this agreement. **NOTE: *If someone other than the County Commissioner signs this form, an authorizing document should accompany it back to the BDS.***
- ? **Step Four:** If the FEMA award arrives in time, BDS will send the first quarterly check December 15, 2003.
- ? **Step Five:** The quarterly Financial (Form 20-10) and Performance Reports for Quarters 1, 2 and 3 are due no later than the last day of the quarter: December 31, 2003; March 31, 2004 and June 30, 2004. The fourth and final report is due November 15, 2004. The fourth quarter report should be accompanied by a check from the county for all monies not spent during the fiscal year.
- ? **Step Six:** At the end of the year, all monies not spent will be redistributed to those counties that show a deficit on their last 20-10 Financial Status Report.

Laws and Rules Governing Grants

- ? The award and administration of grant funds are subject to applicable laws, regulations and policies of the county CEMPG as stated in the approved application and other Federal Rules and Regulations, which are, but not limited to:
- ? Administrative Rules—44 CFR Part 13, FEMA Regulations
- ? Cost Principles—OMB Circular A-87, Cost Principles for State, local and Indian Tribal Governments
- ? Audit Regulations—OMB Circular A-133

Match Requirements

FEMA is requiring a 50/50% match for the CEMPG this year. The county is expected to provide that match using non-federal dollars.

BDS Review and Award

The following is a synopsis of the CEMPG application review and award process:



1. The AFO reviews the county's application per CEMPG program and grant administration guidance. The BDS is required by law to ensure that the county complies with State and Federal laws regarding this assistance.
2. If the application is acceptable, the grant is awarded through a form 76-10 Obligation Document for Award/Amendment that is sent to the county for signature.
3. If the application is not acceptable, the grant will not be awarded. Discussions with the county are necessary to resolve any concerns. An application is unacceptable if:
 - ? Additional explanation is necessary for significant program or administrative requirements;
 - ? Required and/or necessary documentation is missing from the application; and/or
 - ? The application is deficient in some significant program or administrative requirement.

In these cases, the AFO will contact the county to work out a possible solution to the performance goal requirements and then the application will be awarded.

4. The Area Field Officer shall make a record for the official file of any discussions that occur with the county. For discussions that result in sufficient changes to the application, the record shall include the changes made and/or follow-up action necessary to complete the review of the application.
5. County office staff may correct minor administrative deficiencies by "pen and ink corrections" that are initialed and dated by the staff person.
6. Once the BDS and the county otherwise resolve pending issues and submit revised or additional information, the BDS will award the grant.

Post Award Changes That Require the BDS Approval

Revisions to the approved Scope of Work and budget will be processed in the following ways: The CEMPG includes both "performance measures" and "action items." The county may modify action items without obtaining prior BDS approval unless such modification materially changes the approved performance measures or scope of work. All such revisions should be reported in the next quarterly performance report.

Performance Period

The performance period of the CEMPG is October 1 to September 30. Although the actual *award date* may be a date other than October 1, the *effective date* of the grant is October 1.

Counties are expected to report on activities undertaken through the CEMPG process during the first quarter of the performance period, even if county funding is not fully obligated on October 1.



If a county fails to submit an application in a timely manner, the grant period will be adjusted to reflect the date the application was received. ***No money spent before the grant starting date will be reimbursed unless a letter is received stating the reason for the delay and the amount anticipated to be spent in the time period between October 1 and the adjusted grant starting date.*** It is important to submit this letter as soon as possible after determining there will be a delay in submitting the final application.

Grant File Documentation

Each County Coordinator should keep an official grant file up to date for audit purposes. The documents that should be in this file are as follows:

- ? A copy of the invitational letter signed by General Kane.
- ? A copy of the county's signed application.
- ? A copy of the county's approved budget.
- ? A copy of the BDS 76-10 and award letter.
- ? Copies of all quarterly reports, signed.
- ? Copies of all changes to grant goals along with prior permissions from BDS, if needed.
- ? Any correspondence from the county or from the BDS regarding the Grant.
- ? Copies of all site visits made by Area Field Officer.
- ? Copies of all closeout documents.
- ? Copies of OMB 133 audit of county for grant fiscal year.

By retaining copies of each of these documents, County Coordinators will be prepared to answer any questions an auditor may request.



SECTION 3—PERFORMANCE GOALS

How to Write Performance Goals

Performance goals are easy to write. They concentrate on the improvement perceived rather than the activities. Activities are part of the performance, but how the county improves because of those activities is the focus of the goal. We know that every program does improve over time, but it is up to the county to tell us what that improvement is. The Government Performance and Results Act of 1993 (GPRA) is the law that has governed this change to performance. GPRA is the backbone for the use of all Federal assistance.

As we learn more about writing performance goals, we find that some communicate more clearly the goal and the measurement than others. Performance Goals must be measurable. The most effective way to do this is to take the action plan that supports the goal and determine how you will know when that is completed. The Action Plan is the list of tasks, or steps you will take to complete the whole goal. The Goal is the end result that you want, with the action plan to support it.

Performance Goal (Project) Definition

- ? Must have measurable outcome
- ? Must have a baseline
- ? Must be reportable in comparison to the baseline
- ? Must have stated conditions (narrative)

Performance Goals are not widget counting (output), instead it is outcome capturing. A performance goal will contain sub-goals, milestones, major activities, steps, procedures and tasks that constitute the action plan.

How to Tie the Budget to the Goals

The Action Plan is where the budget comes into the Goal. When writing a goal, consider costs needed to achieve the results. For example: travel, contracts, rental and printing. Contracts may include fees to another person or agency to perform the work, for printing, etc.



SECTION 4—REPORTING REQUIREMENTS TO THE BDS

Financial and performance reports must be submitted as required by OMB Circular No. A-102, 44 CFR 13.40, and 44 CFR 13.41. Counties are expected to submit timely and complete financial and performance reports. Delinquent reporting may result in closer oversight by BDS staff or other appropriate action, e.g., payment by reimbursement rather than advance funding. Requests for extensions of report due dates will be considered but will not be granted automatically. Such requests must be supported by adequate justification.

Financial Status Reports (BDS Form 20-10):

To report expenditures, counties must submit quarterly Financial Status Reports. Financial Status Reports for Quarters 1, 2 and 3 are due no later than the last day of the quarter: December 31, March 31 and June 30. The fourth and final report is due November 15, 2004. The fourth quarter Financial Status Report is considered the annual or final report. The fourth quarter/annual report should include all final expenditures made during the Performance period. Costs incurred after the performance period has expired may not be charged to the grant.

If the counties show that they have not spent all of their allocation, they will be required to send that amount back to the BDS with the fourth quarter report. That money will be redistributed to those counties who show they could qualify for more funds from the BDS in the event more become available.

All financial forms, both for the application and reporting are available on computer disk in Microsoft Excel Format for easier completion. Please see the Area Field Officer to obtain a copy and help in completing these forms.

Performance Reports:

Counties are required to submit performance reports for Quarters 1, 2 and 3 no later than the last day of the quarter: December 31, March 31 and June 30. The fourth and final report is due November 15, 2004. The fourth quarter report is considered an annual or final report. No new activity should be undertaken during the 45-day closeout period.

Submitted and approved performance measures serve as the basis for quarterly performance reports. For each performance measure, please provide:

- ? Identification of the measure (using EMF name and numerical or other identifier).
- ? Activities (Action Plan Items) completed during the reporting period and their effect (positive or negative) on the reported progress.
- ? Activities (Action Plan Items) planned for the next reporting period.
- ? Changes in Action Items, if any.
- ? Status in achieving the goals or objectives, when appropriate. If the performance measure is one based on numbers, dollars and/or percentages, show the completed performance against the baseline. If the performance measure is based on other than a numerical outcome



(for instance, completion of an inventory), provide an indication of the timing and basis for determining that the measure has been met.

Problems, delays or adverse conditions that materially affected the ability to attain program objectives or prevented the meeting of time schedules should be detailed, as well as a description of the action taken. Conversely, favorable developments or events that enabled time schedules to be met sooner than anticipated should be noted.



Other General Grant Guidance

Retention of Records

In accordance with the requirements set forth in 44 CFR Parts 13, all financial records, supporting documents, statistical records, and all other records pertinent to award shall be retained by each organization for AT LEAST THREE YEARS following the closure of their most recent audit report. Retention is required for purposes of Federal examination and audit. **Records may be retained in an automated format. State or local governments may impose record retention and maintenance requirements in addition to those prescribed.**

1. Coverage. The retention requirement extends to books of original entry, source documents supporting accounting transactions, the general ledger, subsidiary ledgers, personnel and payroll records, cancelled checks, and related documents and records. Source documents include copies of all awards, applications, and required recipient financial and narrative reports. Personnel and payroll records shall include the time and attendance reports for all individuals reimbursed under the award, whether they are employed full-time or part-time. Time and effort reports are also required for consultants.
2. Retention Period. The three-year retention period starts from the date of the submission of the closure of the single audit report which covers the grant period. If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the three-year period, the records must be retained until completion of the action and resolution of all issues which arise from it or until the end of the regular three-year period, whichever is later.

Maintenance of Records

Recipients of funds are expected to see that records of different Federal fiscal periods are separately identified and maintained so that information desired may be readily located. Recipients are also obligated to protect records adequately against fire or other damage. When records are stored away from the recipient's principal office, a written index of the location of records stored should be on hand and ready access should be assured.

Access to Records

The awarding agency includes the funding agency, the Federal agency, or any of their authorized representatives, who shall have the right of access to any pertinent books, documents, papers, or other records of recipients which are pertinent to the award, in order to make audits, examinations, excerpts, and transcripts. The right of access must not be limited to the required retention period but shall last as long as the records are retained.

Audit Reporting Requirements

Independent auditors should follow the requirements prescribed in OMB Circular A-133.

If the auditor becomes aware of illegal acts or other irregularities, prompt notice shall be given to recipient management officials above the level of involvement. The recipient, in turn, shall promptly notify the cognizant Federal agency of the illegal acts or irregularities and of proposed and actual actions, if any.



Audit costs for audits not required or performed in accordance with OMB Circular A-133 are unallowable. If the grantee did not expend \$300,000 or more in Federal funds in its fiscal year, but contracted with a certified public accountant to perform an audit, these costs may not be charged to the grant.

Failure to Comply

Failure to have audits performed as required may result in the withholding of new discretionary awards and/or withholding of funds or change in the method of payment on active grants.

Audit Threshold

1. Non-Federal entities that expend \$300,000 or more in Federal funds (from all sources including pass-through sub awards) in the organization fiscal year (12-month turnaround reporting period) shall have a single organization-wide audit conducted in accordance with the provisions of OMB Circular A-133.
2. Non-Federal entities that expend less than \$300,000 a year in Federal awards are exempt from Federal audit requirements for that year. Records must be available for review or audit by appropriate officials including the Federal agency, pass-through entity, and General Accounting Office (GAO).



APPENDIX A—TABLE OF EMERGENCY MANAGEMENT FUNCTIONS (EMFs)

No.	Title	Brief Description
1	Laws and Authorities	The legal authorities for the development, implementation, and maintenance of an emergency management program.
2	Hazard Identification and Risk Assessment	The identification of the hazards with the greatest potential to affect lives and property and an assessment of the likelihood, vulnerability, and magnitude of incidents that could result from exposure to hazards.
3	Hazard Management	A systematic management approach to eliminate hazards or to reduce the effects of hazards through mitigation.
4	Resource Management	The availability of critical human and physical resources required in disaster response.
5	Planning	The collection, analysis and use of information, and the development, promulgation and maintenance of a comprehensive emergency management plan, action plan, mitigation plan and administrative plan.
6	Direction, Control and Coordination	The capability to monitor for emergencies and disasters; quickly and accurately assess their magnitude; and direct, control and coordinate response and recovery.
7	Communications and Warning	The ability to alert and warn response organizations and the general public of pending and spontaneous disaster events.
8	Operations and Procedures	The implementation of policies, plans and procedures in exercises and disaster events.
9	Logistics and Facilities	Essential facilities and services that support response and recovery operations.
10	Mitigation	The CEMPG can be used as a tool to support local mitigation program development, which may include committee formation, mitigation planning and projects that implement existing mitigation, plans.
11	Preparedness, Training and Exercises	Training—Assessments, development and implementation of a training/education program for public officials, emergency response personnel and mitigation personnel. Exercises—The evaluation of plans and capabilities based on a program of tests and exercises.
12	Public Education and Information	The provision of public education and information to protect lives and minimize property loss.
13	Finance and Administration	Financial and administrative procedures in place before, during and after disaster events.



APPENDIX B—CEMPG CALENDAR

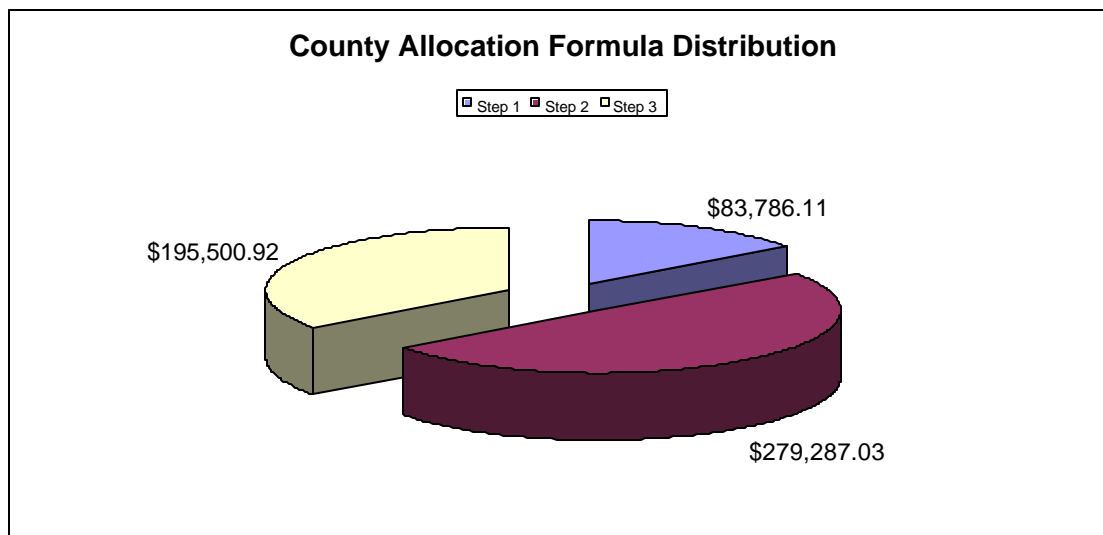
CEMPG Calendar FY 2004		
<u>July 2003</u> 1 BDS issues the invitational package to the Counties	<u>August 2003</u>	<u>September 2003</u> 15 Counties submit applications to BDS
<u>October 2004</u> 1 FY 2004 performance period begins Award Package issued to qualifying counties.	<u>November 2003</u>	<u>December 2003</u> 15 1 st Quarter check sent to Counties Counties Submit Final 2003 Financial and Performance Reports to BDS including unused funds Unused FY2003 funds reallocated to qualified Counties 31 End of 1 st Quarter
<u>January 2004</u> 15 1 st quarter financial and performance reports due in to BDS	<u>February 2004</u>	<u>March 2004</u> 15 2 nd Quarter check sent to Counties 31 End of 2 nd Quarter
<u>April 2004</u> 15 2 nd quarter financial and performance reports due in to BDS	<u>May 2004</u>	<u>June 2004</u> 15 3 rd Quarter check sent to Counties 30 End of 3 rd Quarter
<u>July 2004</u> 15 3 rd quarter financial and performance reports due in to BDS	<u>August 2004</u>	<u>September 2004</u> 15 4 th Quarter check sent to Counties 30 End of 4 th Quarter
<u>October 2004</u> 1 New Fiscal year begins 15 Final Financial and Program Reports are due in to BDS along with a check for any unused funds.	<u>November 2004</u> 15 End of Year funds redistributed.	<u>December 2004</u>



APPENDIX C—FORMULA FOR FY 2004

2004 COUNTY ALLOCATION FORMULA		
	2004	
	1,689,064.00	Total 2004 Projected Allocation to the State of Idaho for EMPG
	46,199.00	Less SARA Title III
	1,642,865	Planned total to BDS
	558,574.07	34% of Total to BDS
	44	Number of participating counties
	396,330.83	Total Previous year County Allocation 2002
	1,341,131	Total population from 2000 Census
Step 1	83,786.11	Divide 15% equally
Step 2	279,287.03	Divide 50% by % of Participation
Step 3	195,500.92	Divide 35% by % of Population
	558,574.07	
	1,904.23	Base = 15% of Total County Allocation (B)/ Number of participating counties(C)

The CEMPG is a formula Grant and this is the formula that determines the amount of allocation each county may receive. Idaho Code requires that thirty four percent of the EMPG be passed through to the counties to support the local emergency management agencies. This formula is broken into three distinct steps. Step one takes fifteen percent of the whole subgrant amount and divides it equally between all of the participating counties. Step two takes fifty percent of the total and divides it by the percentage each local organization participated in the last CEMPG. Step three takes the remaining thirty-five percent and divides it by population percentage. The basic formula is shown here and the distribution is shown on the next page.



APPENDIX D—2004 PROJECTED COUNTY ALLOCATION

	2002	%	2002	% of	Formula Applied			2004
County	Population	of Pop	Paid Out	2002	Base	Participation	Population	Allocation
Ada	319,687	24%	\$78,122.80	19.76%	1,904.23	52,788.34	46,601.79	101,294.36
Adams	3,448	0%	\$3,183.30	0.81%	1,904.23	2,150.99	502.6259	4,557.84
Bannock	75,804	6%	\$24,817.48	6.28%	1,904.23	16,769.41	11,050.19	29,723.83
Bear Lake	6,360	0%	\$4,882.41	1.24%	1,904.23	3,299.09	927.1174	6,130.44
Benewah	8,993	1%	\$4,706.10	1.19%	1,904.23	3179.957	1,310.94	6,395.12
Bingham	42,458	3%	\$14,367.14	3.63%	1,904.23	9,708.02	6,189.24	17,801.49
Blaine	20,378	2%	\$3,795.07	0.96%	1,904.23	2,564.37	2,970.57	7,439.16
Boise	7,067	1%	\$5,198.49	1.32%	1,904.23	3,512.67	1030.179	6,447.08
Bonner	38,205	3%	\$10,995.72	2.78%	1,904.23	7,429.92	5,569.26	14,903.41
Bonneville	85,180	6%	\$27,012.66	6.83%	1,904.23	18,252.72	12,416.96	32,573.90
Boundary	10,085	1%	\$4,347.57	1.10%	1,904.23	2,937.70	1,470.12	6,312.05
Butte	2,890	0%	\$2,581.92	0.65%	1,904.23	1744.628	421.2845	4,070.14
Camas*	1,037	0%			1904.23	0	151.1668	2055.397
Canyon	144,983	11%	\$11,083.64	2.80%	1,904.23	17,305.39	21,134.63	40,344.25
Caribou	7,319	1%	\$8,452.48	2.14%	1,904.23	5,711.42	1066.914	8,682.56
Cassia	21,720	2%	\$5,899.86	1.49%	1,904.23	4,295.73	3,166.19	9,366.15
Clark	997	0%	\$3,768.09	0.95%	1,904.23	2,546.13	145.3359	4,595.70
Clearwater	8,446	1%	\$6,941.17	1.76%	1,904.23	4,690.22	1231.2	7,825.65
Custer	4,185	0%	\$3,650.53	0.92%	1,904.23	2,466.70	610.0607	4,980.99
Elmore	29,481	2%	\$7,359.20	1.86%	1,904.23	4,972.69	4,297.54	11,174.45
Franklin	11,699	1%	\$6,175.85	1.56%	1,904.23	4,173.08	1,705.40	7,782.71
Fremont	11,859	1%	\$4,508.24	1.14%	1,904.23	3,151.70	1,728.72	6,784.65
Gem	15,495	1%	\$1,952.05	0.49%	1,904.23	1,804.73	2,258.76	5,967.72
Gooding	14,307	1%	\$4,775.82	1.21%	1,904.23	3,265.80	2,085.58	7,255.61
Idaho*	15,308	1%			1904.23	0	2231.496	4135.726
Jefferson	19,781	1%	\$6,322.10	1.60%	1,904.23	4,271.91	2,883.54	9,059.67
Jerome	18,703	1%	\$9,625.68	2.43%	1,904.23	6,504.16	2,726.40	11,134.79
Kootenai	113,954	8%	\$31,969.27	8.09%	1,904.23	21,601.95	16,611.44	40,117.61
Latah	35,218	3%	\$12,881.46	3.26%	1,904.23	8,704.13	5,133.84	15,742.20
Lemhi	7,649	1%	\$4,262.56	1.08%	1,904.23	2,880.25	1115.019	5,899.50
Lewis	3,721	0%	\$2,040.00	0.52%	1,904.23	1378.448	542.422	3,825.10
Lincoln	4,207	0%	\$2,920.37	0.74%	1,904.23	2,205.52	613.2677	4,723.01
Madison	27,686	2%	\$8,992.02	2.27%	1,904.23	6,076.00	4,035.88	12,016.10
Minidoka	19,465	1%	\$3,621.00	0.92%	1,904.23	2,446.74	2,837.47	7,188.45
Nez Perce	37,106	3%	\$15,808.31	4.00%	1,904.23	10,681.83	5,409.06	17,995.12
Oneida	4,131	0%	\$3,188.32	0.81%	1,904.23	2,154.38	602.189	4,660.80
Owyhee*	10,862	1%			1904.23	0	1583.388	3487.618
Payette	21,007	2%	\$3,231.00	0.82%	1,904.23	3,360.54	3,062.26	8,327.03
Power	7,379	1%	\$4,615.10	1.17%	1,904.23	3,118.47	1075.66	6,098.36
Shoshone	13,090	1%	\$7,768.06	1.96%	1,904.23	5,248.95	1,908.17	9,061.35
Teton	6,859	1%	\$4,582.66	1.16%	1,904.23	3,096.55	999.8582	6,000.63
Twin Falls	65,472	5%	\$15,665.78	3.96%	1,904.23	10,585.52	9,544.06	22,033.81
Valley	7,526	1%	\$4,256.05	1.08%	1,904.23	2,875.85	1097.089	5,877.17
Washington	9,924	1%	\$4,993.95	1.26%	1,904.23	3,374.46	1,446.65	6,725.34
TOTAL	1,341,131	100%	\$395,321.28	100.00%	83,786.11	279,287.03	195,500.92	558,574.07



APPENDIX E—AGREEMENT ARTICLES

These are an example of the Articles of Agreement that will be sent to each county with the fully signed award document 76-10. Each county should read them to understand the scope of the award.

Bureau of Disaster Services CEMPG Agreement Articles

GRANTEE: _____

AGREEMENT NUMBER: _____ AMENDMENT NUMBER: _____

DESIGNATED AGENCY: _____

PERFORMANCE PERIOD: (Normally the Federal Fiscal Year, October 1 to September 30)

ARTICLE I – PROGRAM DESCRIPTION

The Recipient shall perform the work described in the Program Narrative Statement, which was included as part of the application package and made a part of these Grant Agreement Articles.

ARTICLE II – PERIOD OF PERFORMANCE

The period of performance shall be twelve (12) months from the effective date of the Grant: _____ (Dates) _____ (Normally the Federal Fiscal Year). The funds awarded by this BDS 76-10 are available for obligation by the recipient only during the period of performance. The recipient is not authorized to incur new obligations after the last day of the period of performance unless a new expiration date is established by BDS in a letter signed by the Assistance Officer or through the issuance of a new BDS 76-10.

The recipient shall be entitled to reimbursement for costs incurred, which, if incurred after this award had been made, would have been reimbursable under the provisions of this grant.

ARTICLE III – AMOUNT AWARDED

This Grant is for the Sub-Grantee's administration and completion of the awarded County Emergency Management Performance Grant (CEMPG). Grant funds shall not be used for other purposes.

The total amount awarded is \$ _____ State Share/
\$ _____ County Share. The cost share for the CEMPG is _____% State
Share / _____% County Share.

In the event of a Continuing Resolution, or prolonged delay of the award of Federal Funds supporting this grant, the terms and conditions and/or the amount and Performance Period are subject to change. These events may also delay the quarterly payments planned by the BDS.



Following are the budgeted estimates for object classes for the CEMPG:

Personnel	\$
Fringe Benefits	\$
Travel	\$
Equipment	\$
Supplies	\$
Contractual	\$
Other	\$
Total	\$

ARTICLE IV – STATE SHARE DISBURSEMENT

The Sub-Grantee will be issued a warrant for the first quarter upon receipt by the BDS of the CEMPG application and the signed and approved BDS Form 76-10, Obliging Document for Award/Amendment. Warrants will be issued for the second, third and fourth quarters upon receipt of the required performance and financial reports and the receipt of the amended BDS Form 76-10 (See Articles V and VI). Any un-obligated State share funds noted on the fourth quarter BDS Form 20-10, Line i must be returned within 45 days after the end of the quarter with a warrant issued to the Bureau of Disaster Services. All returned un-obligated State share funds would be re-allocated and disbursed to eligible Sub-Grantees.

ARTICLE V – FINANCIAL REPORTS

The Sub-Grantee shall submit financial reports (BDS Form 20-10, Financial Status Report) to the BDS no later than the last day of each quarter. Reports are due by ____ (Date)____, ____ (Date)____, ____ (Date)____, and ____ (Date)____. If the Sub-Grantee is awarded additional funds after the fourth quarter, a final BDS Form 20-10 is required within 15 days from the approved date of that award.

ARTICLE VI – PERFORMANCE REPORTS

The Sub-Grantee shall submit performance reports to the BDS no later than the last day of each quarter. Reports are due by ____ (Date)____, ____ (Date)____, ____ (Date)____, and ____ (Date)____.

ARTICLE VII – BDS OFFICIALS

- A. The BDS officials for the County Emergency Management Performance Grant are as follows:
1. The Program Officer (PO) shall be an official at the BDS Area Field Office who will be responsible for the technical monitoring of the stages of work and technical performance of the activities described in the Program Narrative Statement.
 2. The Assistance Officer (AO) is the BDS official who has full authority to negotiate, administer and execute all business matters of the Grant.

The BDS Program Officer is: Deputy State Director, Clark D. Meek

The BDS Assistant Program Officers are:

? North Area Field Officer, Fred Heywood



- ? North Central Area Field Officer, Deborah “Debi” L. Ruppe
- ? Southwest Area Field Officer, Patrick G. Lucas
- ? Central Area Field Officer, Gary W. Davis
- ? Northeast Area Field Officer, Michael G. Clements
- ? Southeast Area Field Officer, Kenneth E. Fagnant

The BDS Assistant Officer is: Assistant Deputy Director Resources, A. LeiLani Jensen

ARTICLE VIII – BUDGET

1. The Sub-Grantee shall follow prior approval requirements found in the Emergency Management and Assistance Regulations, 44 CFR Part 13.30. For this grant, transfers of funds between total direct cost categories in the approved budget (BDS Form 20-20) shall receive the prior approval of the BDS when such cumulative transfers among those direct cost categories exceed ten percent of the total budget.
2. All contributions, cash and in-kind, may be accepted as part of the Sub-Grantee’s matching share. Except as allowed by Federal statute, no other Federal grant funds can be used as a match. The following documentation is required for matching cash contributions: record of source of donor, dates, rates, amounts, and deposit slips. The following documentation is required for matching in-kind contributions: record of donor, dates, rates, and amount. Requirements for in-kind contributions can be found in 44 CFR Part 13.24. Documentation should be retained by the Sub-Grantee and available for review by the BDS.
3. If a Sub-Grantee has unobligated funds remaining after the end of the performance period, the Sub-Grantee should report this to the BDS Area Field Office at the earliest possible time and issue a warrant to be received by the BDS within 45 days after the end of the performance period.

ARTICLE IX – OTHER TERMS AND CONDITIONS

The other terms and conditions of this agreement are as follows:

1. Prior to the start of any construction activity, the Sub-Grantee shall ensure that all applicable Federal, State, and local permits and clearances are obtained.
2. Sub-Grantees are encouraged to integrate the National Environmental Policy Act (NEPA) compliance and related legislation as implemented under 44 CFR, Part 10, with the initial planning and decision-making process for this program. Recipients are encouraged to seek support from the BDS Environmental Officers in complying with the NEPA requirements.
3. The Sub-Grantee shall transfer to the BDS the appropriate share, based on the Federal support percentage, of any refund, rebate, credit or other income arising from the performance of this agreement, along with accrued interest, if any. The Grantee shall take necessary action to effect prompt collection of all monies due or which may become due and to cooperate with BDS in any claim or suit in connection with amounts due.

ARTICLE X – AUDIT REQUIREMENTS

All sub-recipients that follow OMB Circular No. A-110 must follow the audit requirements of OMB Circular No. A-133 Revised– Audits of States, Local Governments, and Non-Profit Organizations. The State of Idaho requires that copies of all audits be submitted to the State Legislative Services Office.



LEGISLATIVE SERVICES OFFICE

Carl F. Bianchi, Director

cbianchi@lso.state.id.us

State Capitol, Room 108

P.O. Box 83720

Boise, ID 83720-0054

208/334-2475

Fax: 334-2125

ARTICLE XI – GENERAL PROVISIONS

The following are hereby incorporated into this agreement by reference:

44 CFR	Emergency Management and Assistance Regulations
44 CFR	Part 10 Environmental Considerations
44 CFR	Part 13 Uniform administrative requirements for grants and cooperative agreements to state and local governments
44 CFR	Part 7 Nondiscrimination In Federally-Assisted Programs (FEMA)
44 CFR	Part 14 Administration of grants: Audits of State and local governments
44 CFR	Part 17 Government wide debarment and suspension (nonprocurement) and government wide requirements for drug-free workplace (grants)
44 CFR	Part 18 New restrictions on lobbying
44 CFR	SUBCHAPTER B Insurance and Hazard Mitigation
44 CFR	SUBCHAPTER C Fire Prevention and Control
44 CFR	SUBCHAPTER D Disaster Assistance
44 CFR	SUBCHAPTER E Preparedness
31 CFR 205.6	Funding techniques
P.L. 101-336	The Americans With Disabilities Act
OMB Circular A-87	Cost Principles for State and Local Governments
OMB Circular A-102	Grants and Cooperative Agreements with State and Local Governments
OMB A-21	Cost Principles for Educational Institutions
OMB Circular A-110	Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations



OMB Circular A-122	Cost Principles for Nonprofit Organizations
OMB Circular A-133	Audits of States, Local Governments, and Non-Profit Organizations
Federal Law	Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended by Public Law 106-390, October 30, 2000
State Law	Idaho Code
Application	Grant/Cooperative Agreement Application and Assurances contained therein received by BDS on _____.



APPENDIX F—LEGAL DOCUMENTATION WEBSITES TO SUPPORT CEMPG

All Federal funds are listed at the following web site.

CATALOG OF FEDERAL DOMESTIC ASSISTANCE

<http://aspe.os.dhhs.gov/cfda/index.htm>

State Law Websites

Idaho Statutes and Constitution Internet Server Home Page

<http://www3.state.id.us/idstat/>

Idaho Code and Constitution Establishing the Military Division and Emergency Management

<http://www3.state.id.us/idstat/TOC/46FTOC.html>

Idaho Code Chapter 10 – State Disaster Preparedness Act --This is the State of Idaho Code that establishes the Bureau of Disaster Services

<http://www3.state.id.us/idstat/TOC/46010KTOC.html>

Federal Statutes and Laws

FEMA Legal Information Website Listings - Scroll down to Legal

<http://www.fema.gov/library/femainfo.shtm>

Stafford Act

<http://www.fema.gov/library/stafact.shtm>

PowerPoint Presentation on Disaster Mitigation Act of 2000

<http://www.fema.gov/ppt/emanagers/dma2000.ppt>

Code of Federal Regulations (CFR)

http://www.access.gpo.gov/nara/cfr/waisidx_99/44cfrv1_99.html

Title 44 Management and Assistance FEMA

http://www.access.gpo.gov/nara/cfr/waisidx_99/44cfr13_99.html

Part 13 - Uniform Administrative Requirements For Grants And Cooperative Agreements To State And Local Governments

http://www.access.gpo.gov/nara/cfr/waisidx_99/44cfr14_99.html

Part 14 - Administration Of Grants: Audits Of State And Local Governments

http://www.access.gpo.gov/nara/cfr/waisidx_99/31cfrv1_99.html

Office of Management and Budget (OMB) Main Screen

<http://www.fema.gov/ppt/emanagers/dma2000.ppt> ,



APPENDIX G—COUNTY TAX ID NUMBERS AND SUFFIXES

County Tax Identification Numbers and Suffixes							
	County	Tax/Vendor ID#			County	Tax/Vendor ID#	
		& Suffix				& Suffix	
1	Ada	820330805	00		23	Gem	826000299 01
2	Adams	826000278	01		24	Gooding	826000300 01
3	Bannock	826000279	03		25	Idaho	826000301 04
4	Bear Lake	826000280	04		26	Jefferson	826000302 01
5	Benewah	826000281	03		27	Jerome	826000303 05
6	Bingham	826000282	08		28	Kootenai	826000304 08
7	Blaine	826000283	05		29	Latah	826000305 04
8	Boise	826000284	01		30	Lemhi	826000306 02
9	Bonner	826000285	04		31	Lewis	826000307 02
10	Bonneville	826000286	04		32	Lincoln	826000308 01
11	Boundary	826000287	07		33	Madison	826000309 05
12	Butte	826000288	02		34	Minidoka	826000310 03
13	Camas	826000289	02		35	Nez Perce	826000311 02
14	Canyon	826000290	07		36	Oneida	826000312 03
15	Caribou	820289862	01		37	Owyhee	826000313 02
16	Cassia	826000292	02		38	Payette	826000314 04
17	Clark	826000293	05		39	Power	826000315 02
18	Clearwater	826000294	05		40	Shoshone	826000316 02
19	Custer	826000295	04		41	Teton	826000317 02
20	Elmore	826000296	02		42	Twin Falls	826000318 02
21	Franklin	826000297	01		43	Valley	826000319 00
22	Fremont	826000298	04		44	Washington	826000320 01



APPENDICE H – Glossary of Grant Terms

Administrative requirements are set forth at 44 CFR Part 13 for State and local units of government.

Awarding agency is the Federal government or the next highest authority, i.e., the State agency administering the formula award or the Federal agency administering the discretionary award.

Awards may include funding mechanisms, such as grants, cooperative agreements, interagency agreements, contracts, and/or other agreements.

Block/formula awards are awarded to the States to provide assistance to State and local units of government for programs in accordance with legislative requirements.

Breaks are short pauses in an ongoing informational program at trainings, meetings, conferences, or retreats. Typically, an all-day event may include one break during a morning session and one break during an afternoon session.

Break foods consist of cookies, sodas, and fruits or other snack items, and may be served at a training program, a meeting, or a conference.

Budget Period is the period for which a budget is approved for an award. The budget period may be equal to or shorter than the project period for an award, but cannot be longer than the project period.

Closeout is a process in which the awarding agency determines that all applicable administrative actions and all required work of the award have been completed by the recipient and the awarding agency.

Conference or meeting is a formal event involving topical matters of general interest, (i.e., matters that will contribute to improved conduct, supervision, or management of the agency's functions or activities), to state/local and non- state/local agency participants, rather than a routine business meeting primarily involving day-to-day agency operations and concerns. "Meeting" includes other designations, such as a conference, congress, convention, seminar, symposium, training for grantees or contractors, and workshop.

Consultant is an individual who provides professional advice or services.

Contracts are entered into by the awarding agency, recipients or subrecipients, and commercial (profit-making) and non-profit organizations. With the exception of a few justified sole-source situations, contracts are awarded via competitive processes to procure a good or service.

Cooperative agreements are awarded to States, units of local government, or private organizations at the discretion of the awarding agency. Cooperative agreements are utilized when substantial involvement is anticipated between the awarding agency and the recipient during performance of the contemplated activity.

Discretionary awards are made to States, units of local government, or private organizations at the discretion of the awarding agency. Most discretionary awards are competitive in nature in that there are limited funds available and a large number of potential recipients.

In-State travel includes travel within and between Counties with the State of Idaho.



Equipment is tangible non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. A recipient/sub-recipient may use its own definition of equipment if such definition would at least include all equipment defined above.

Federal grantee means the component of a State, local, or federally recognized Indian tribal government, educational institution, hospital, or a for-profit or non-profit organization which is responsible for the performance or administration of all or some part of a federal award. See OMB Circular No. A-87, Attachment A; OMB Circular No. A-110, Attachment A.

Food and/or beverages retain their common meanings. Food or beverages are considered in the context of formal meals and in the context of refreshments served at short, intermittent breaks during an activity. Beverages do not include alcoholic drinks.

Out of State travel includes any travel outside of Idaho. For an organization located in another state, this means travel outside that state.

Formal agenda provides a list of all activities that shall occur during the event, using an hour-by-hour time line. It must specifically include the times during the event when food and beverages will be provided.

Grants are awarded to States, units of local government, or private organizations at the discretion of the awarding agency or on the basis of a formula. Grants are used to support a public purpose.

High risk is a determination made by the awarding agency of a recipient's ability to financially administer Federal project funds. Additional reporting requirements are imposed on high-risk recipients.

Incidental means relating to a formal event where full participation by participants mandates the provision of food and beverages.

Interagency agreements and purchase of service arrangements are usually entered into by two governmental units or agencies. Such funding arrangements are negotiated by the entities involved.

Match is the recipient share of the project costs. Match may be either "in-kind" or "cash." In-kind match includes the value of donated services. Cash match includes actual cash spent by the recipient and must have a cost relationship to the Federal award that is being matched. (Example: Match on administrative costs should be other administrative costs, not other matching on program costs).

Non-expendable personal property includes tangible personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. A recipient may use its own definition of non-expendable personal property provided that the definition would at least include all tangible personal property as defined below.

Obligation means a legal liability to pay under a grant, subgrant, and/or contract determinable sums for services or goods incurred during the grant period.

Pass-through is an obligation on the part of the States to make funds available to units of local governments, combinations of local units, or other specified groups or organizations.

Personal property means property of any kind except real property. It may be tangible (having physical existence) or intangible (having no physical existence, such as patents, inventions, and copyrights).



Prior approval means written approval by the authorized official (the next highest authority except for sole source) evidencing consent prior to a budgetary or programmatic change in the award.

Program income means gross income earned by the recipient during the funding period as a direct result of the award. Direct result is defined as a specific act or set of activities that are directly attributable to grant funds and which are directly related to the goals and objectives of the project.

Performance Period is the period for which implementation of a program is authorized. The performance period may be equal to or longer than the budget period for an award, but cannot be shorter than the budget period.

Real property means land, land improvements, structures, and appurtenances thereto, excluding movable machinery and equipment.

Reasonable means those costs which a prudent person would have incurred under the circumstances prevailing at the time the decision to incur the cost was made. Costs to consider when making judgments about reasonableness include the cost of food and beverage, total cost of the event, and costs incurred relative to costs in the geographical area.

Reception means an informal gathering which is not mandatory for all event participants to obtain necessary information. Indicators of a reception include a cash bar, inadequate seating for the entire group, food items from a reception menu (such as finger foods), and a longer break (than utilized throughout the day) between the substantive meetings and the reception. Receptions are expressly prohibited and are considered to be an unallowable cost with Federal funds.

Refreshments and Meals for Official Meetings. The State Board of Examiners recognizes the importance of sponsoring meetings and training sessions. Further, the Board understands that to facilitate the needs of the attendees and to ensure the best utilization of attendee time, refreshments and/or meals may be provided to those attending department-sponsored meetings and/or training sessions under the following criteria:

1. REFRESHMENTS:

- a. The meeting or training session has a published agenda and attendance is mandatory.
- b. The meeting or training session has an intended duration of three (3) hours or more;
- c. There are five (5) or more attendees; and
- d. The total per attendee cost of the refreshments, per refreshment break, will not exceed \$7.50, which is the allowable partial day per diem amount established for breakfasts, pursuant to Appendix B.

2. MEALS:

- a. The meeting or training session has a published agenda and attendance is mandatory;
- b. Location or scheduling conflicts do not lend themselves to a meal recess;
- c. The meeting's business is furthered by speeches, presentations or interpersonal exchange that would not normally occur on a daily basis;
- d. The meeting or training session has an intended duration of six (6) hours or more;
- e. There are five (5) or more attendees; and
- f. The per attendee cost of the meal does not exceed the allowable partial day per diem reimbursement, pursuant to Appendix B.



Regularly scheduled staff meetings or department-sponsored social gatherings shall not qualify for meal or refreshment provisions unless such meetings occur no more than quarterly and attendees are brought together from various locations throughout the state. Further, an attendee shall not be eligible for meal reimbursement due to travel status if such meal is provided while attending a meeting or training session

Recipient is an individual and/or organization that receives Federal financial assistance directly from the Federal agency.

Social event is any event with alcohol beverages served, available, or present.

Subrecipient is an individual and/or organization that receives Federal financial assistance from the direct recipient of Federal funds. This may include entities receiving funds as a result of block or formula awards.

Supplanting is to deliberately reduce State or local funds because of the existence of Federal funds. For example, when State funds are appropriated for a stated purpose and Federal funds are awarded for that same purpose, the State replaces its State funds with Federal funds, thereby reducing the total amount available for the stated purpose.

Unallowable costs include:

- ? Entertainment;
- ? Sporting events;
- ? Visa fees;
- ? Passport charges;
- ? Tips;
- ? Bar charges/Alcoholic beverages; and
- ? Laundry charges.
- ? Lodging costs in excess of State per diem. For events of 30 or more participants that are funded with state funds

Working dinner means a formal and mandatory dinner necessary for all participants to have full participation in the conference or event. A working dinner must include a formal agenda including a program or speakers that will impart necessary information important for full understanding of the subject matter of the conference. There should be several hours of informative sessions providing substantive information scheduled both before and after a working dinner. Indicators of a working dinner include seating for all participants. A cash bar is expressly prohibited.

Working lunch is a formal and mandatory lunch necessary for all participants to have full participation in the conference or event. A working lunch must include a formal agenda including a program or speakers that will impart necessary information important for full understanding of the subject matter of the conference. There should be at least hours of informative sessions providing substantive information scheduled both before and after a working lunch (exhibits are not included). Indicators of a working lunch include seating for all participants. A cash bar is expressly prohibited.

Work related event is a conference or meeting involving a topical matter of interest within the purview of the agency's mission and function.

